SOLICITATION NUMBER: 72068819B00002

ISSUANCE DATE: May 28, 2019

CLOSING DATE AND TIME: June 27, 2019

SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC): SENIOR PARTNER LIAISON SECURITY ADVISOR (PLSA)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID) Mali, is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1, section I through V of the solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID/Mali to award a PSC contract, nor does it commit USAID/Mali to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Point of Contact specified in Attached information.

Sincerely,

Robert Schmidt
Contracting Officer
ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NO.: 72068819B00002

2. ISSUANCE DATE: May 28, 2019

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: June 27, 2019 at 17:00 GMT

4. POINT OF CONTACT: Hamadoun Sow, e-mail at hsow@usaid.gov.

5. POSITION TITLE: Senior Partner Liaison Security Advisor (PLSA)

6. MARKET VALUE: $90,621 p.a. – $117,810 p.a. equivalent to GS-14. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Two Years with the option of three option years. Extension(s) will depend upon the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance. The position will start as soon as clearances are obtained and contract is signed.

8. PLACE OF PERFORMANCE: BAMAKO, MALI with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: U.S. citizens

10. SECURITY LEVEL REQUIRED: Facility Access

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The basic function of the Senior PLSA is to provide a high level of safety, security, and operational support to USAID/Mali Implementing Partners and grantees through proactive engagement including meetings, site visits, written communications, and SMS texts. The Senior PLSA will manage and supervise all PLSO staff members to ensure all are in compliance with described tasks in their position descriptions. Secondarily, the Senior PLSA will serve as the subject matter expert on USAID/Mali security policies and practices and will ensure USAID/ Mali personnel are in compliance with RSO procedures and guidelines.
2. **Statement of Duties to be Performed**

The Senior PLSA is responsible for monitoring critical security information and performing the full-range of safety, security and operational activities including, but not limited to:

- Responding to USAID IP safety and security needs.
- Developing and managing a cascade system for USAID IPs to ensure all partner employees are accounted for during emergency situations.
- Monitoring and updating USAID safety and security policies and practices and ensuring all USAID/Mali personnel are in compliance with USAID and RSO procedures and guidelines, both in Bamako and in the field.
- Developing, maintaining, and exercising evacuation plans for USAID personnel.
- Serving as the USAID liaison to the Embassy RSO for security and safety matters.
- Ensuring PLSO staff members draft and distribute daily and, as needed, security communique to USAID staff, USAID/SEC, and USAID funded IPs.
- Traveling to IP program sites twice yearly to accomplish the following: meet with Chiefs of Party and Security Directors; assess security plans; review site security measures; address IP security concerns or questions; and write detailed reports based on the site visits.
- Assisting USAID Mission Personnel with the travel request clearance process to facilitate approval by the RSO.
- Reviewing, providing detailed feedback on, and approving all security plans provided by IPs and grantees within five business days upon receipt of plans from the Office of Acquisitions Assistance (OAA).
- Providing the Mission Director, Executive Officer, Mali Desk, and USAID/SEC with a weekly activity report containing pertinent information regarding support provide to IPs and any security-related issues or concerns communicated by IPs.
- Providing the Mission Director, Executive Officer, Mali Desk, and USAID/SEC with a weekly activity report reflecting IP reported safety and security incidents.
- Serving on the Mission Security Council and providing professional input to the contracting officer on partner security related issues.
• Participating in Embassy Security Working Group meetings and providing professional input, as allowed, to the contracting officer on partner security related issues.

• Supervising and overseeing the progress of all other PLSO employees.

• Developing a yearly schedule for twice yearly formal assessment visits to IP sites and informal visits on a quarterly basis.

• Formulating agendas, soliciting topics of interests from IPs, and arranging guest speakers for the facilitation of IP meetings to be held on a quarterly basis.

• Developing an IP incident tracking system to be used in conjunction with existing Mission GIS tools for identifying IP project locations.

• Coordinating with OAA to ensure IP security incidents are reported and security plans are submitted in accordance with award language.

• Hold weekly PLSO staff meetings to receive updates on activities of all team members and give additional assignments, as needed.

• Ensure all PLSO staff members are in compliance with all position requirements as described in their individual job descriptions.

• Serving as a subject matter expert on Mali political, security, and operational affairs in order to provide appropriate guidance to Mission staff and IPs.

• Developing and managing a 24/7 Duty Officer Schedule for PLSO staff to allow for appropriate PLSO response to information and incidents during off-duty hours.

• Supervising the Junior Partner Liaison Security Advisor who serves as the primary liaison with Host Nation and international donor security elements.

• Developing security strategies to enhance operations for USAID funded projects throughout Mali. Participate in Emergency Action Committee meetings and other contingency planning groups, as required.

• Facilitating IP participation in security training classes.

3. Supervisory Relationship

The incumbent will report to the Supervisory Executive Officer.

4. Supervisory Controls

The incumbent will supervise one FSNPSC.
12. **PHYSICAL DEMANDS**: The work requested does not involve undue physical demands.

II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

A. **Education**
   - Master’s degree with ten years of experience in a relevant field of study, namely international development, administration, transportation logistics, security operations, crisis management and/or development planning is required.
   - Special relevant experience can be substituted for the full ten and fifteen year requirements with justification and verification.

B. **Work Experience**
   - Demonstrated ability to work effectively and efficiently with clients (Embassy, Mission, and Implementing Partner personnel) and with host country counterparts and international donors on safety and security related issues.
   - Experience with the State Department Office of Diplomatic Security (DS) preferred, but not required.
   - Minimum three years of experience working in developing countries.
   - Minimum one year experience working in post conflict and/or post disaster programs for emergency relief, humanitarian assistance or reconstruction.
   - Specialized expertise in managing the safety and security operations of a USG agency, bilateral or multilateral organization, international non-governmental organization or private company is highly desirable.
   - Ability to communicate effectively both orally and in writing is required.
   - Work experience in Mali or in the region is preferred.

C. **Language**
   - Level 3 oral and written proficiency in English and French is required.
   - Specific Skills (required)
   - Proficiency in Microsoft suite of products specifically including Word, Excel and PowerPoint.
   - The selected candidate will attend the Foreign Affairs Counter Terrorism (FACT) Course prior to arrival at post.
D. **Specific Skills (preferred, not required)**

- Completion of a certified first aid, safety and security training programs (FEMA, OFDA, Red Cross, etc).
- Knowledge of U.S. Embassy Regional Security Office operating policies and procedures.

E. **Other**

- Candidates must be U.S. citizens and be able to obtain a Secret clearance.
- Individual must be able to plan and operate in a field environment that is less structured than routine U.S. Embassy operations as s/he will be expected to routinely meet with IPs and periodically travel to activity sites.
- Individual must be willing to work extended and/or irregular hours with the possibility of working weekends and holidays.
- Candidate must be willing to be available remotely on a twenty-four hour basis.
- Individual must be able to assess the operational environment, establish protocols, and manage a fluid environment sometimes hostile to Americans and their interests.

III. **EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at https://www.acquisition.gov/browse/index/far.
Candidates will be evaluated and ranked based on the following selection criteria (100 points):

A. **Education (20 points)**

   Master's degree with ten years of experience in a relevant field of study, namely international development, administration, transportation logistics, security operations, crisis management and/or development planning is required.

B. **Technical Knowledge (30 points)**

   - Demonstrated knowledge regarding what a comprehensive safety and security operations plan should contain and how it should be managed on a day-to-day basis.
   - Knowledge of generic safety and security protocols in high risk environments.
   - Advanced knowledge of the political situation and security risks particular to Mali.
   - Ability to identify future safety and security trends which may affect IP operations and proactively address them.

C. **Relevant Experience (30 points)**

   - Previous experience managing an established safety and security operation in a post conflict or post disaster context.
   - Previous experience developing risk management strategies for international organizations.
   - Experience designing and delivering security-related training programs.
   - Experience designing, reviewing, and providing feedback on comprehensive organizational security plans.
   - Experience providing briefings to a wide variety of audiences.
   - Experience planning and developing effective conferences and meetings.
   - Previous experience as a team member for an emergency relief, humanitarian assistance or reconstruction program.
   - Experience with the State Department Office of Diplomatic Security (DS) preferred, but not required.
   - Experience working on an overseas humanitarian assignment, preferably in an insecure environment, is preferred but not required.
D. **Work Skills (20 points)**

- Demonstrated leadership experience, with ability to work independently and with little oversight, as well as working closely with Embassy personnel.

- Possess ability to work effectively and make sound decisions in high-stress and crisis situations.

- Demonstrate skills in effectively collecting, synthesizing, and presenting information from diverse sources.

- Possess ability to build networks with external entities, including other USG agencies, host governments, NGOs, and local officials, as well as the host population.

- Possess ability to manage team members’ personal and sensitive information in a professional manner.

- Possess ability to act proactively and creatively to meet security needs of organizations operating in non-permissive and insecure environment.

IV. **SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit (1) the signed offer form [AID 309-2](http://www.usaid.gov/forms), “Offeror Information for Personal Services Contracts with Individuals,” available at [http://www.usaid.gov/forms](http://www.usaid.gov/forms); (2) a current resume or curriculum vitae; (3) a cover letter, not to exceed three pages, addressing how the applicant meets the Required Qualifications [(a) education; (b) prior work experience; (c) knowledge, (d) skills and abilities]; and (4) any other documents (certificates, awards, copies of degrees earned, etc.) that address the qualification requirements of the position as listed above, and a list of three (3) to five (5) references with complete contact information, including e-mail address and telephone numbers.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to USAID/Mali PSC Applications mailbox, at [bamakoaidmalipsc@usaid.gov](mailto:bamakoaidmalipsc@usaid.gov).

3. To ensure consideration of applications for the intended position, Applicants must prominently reference the solicitation number in the applicant submission.

4. Three (3) professional references, who are not family members or relatives, with working telephone and email contacts.

USAID/Mali reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its final decision.
V. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the CO informs the successful Offeror about being selected for contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms:

(a) Security Clearance Investigation (Form AID 6-1)
(b) Medical History and Examination (Forms DS-1843; DS-1622; DS-6561; AID 1420-62)
(c) Questionnaire for Sensitive Positions for National Security (SF-86), or
(d) Questionnaire for Non-Sensitive Positions (SF-85)
(e) Finger print Card (FD-258)

VI. **BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances:

1. **BENEFITS (if applicable)**
   - (a) Employer's F.I.C.A & MEDICARE*
   - (b) Contribution toward Health & Life Insurance
   - (c) Shipment and Storage of Household Effects
   - (d) Shipment of POV (Private Owned Vehicle)
   - (e) Pay Comparability Adjustment
   - (f) Annual Increase (pending a satisfactory performance evaluation)
   - (g) Eligibility for Worker's Compensation
   - (h) Annual & Sick Leave
   - (i) Access to Embassy medical facilities, commissary and pouch mail service as per post policy.

2. **ALLOWANCES (if applicable or when Eligibility Requirements are met)**
   - (a) Temporary Lodging Allowance (Section 120)
   - (b) Living Quarters Allowance (Section 130)
   - (c) Cost of Living Allowance (Chapter 210)
   - (d) Post Allowance (Section 220)
   - (e) Separate Maintenance Allowance (Section 260)
   - (f) Supplemental Post Allowance (Section 230)
   - (g) Education Allowance (Section 270)
   - (h) Education Travel
   - (i) Post Differential (Chapter 500)
   - (j) Payments during Evaluation/Authorized/Ordered Departure (Section 600)
   - (k) Danger Pay (section 650)
   - (l) Consumables Allowance

*Note: * Standardized Regulations (Government Civilian Foreign Areas) based on the type of appointment and Mission Policy.
VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:


4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See https://www.oge.gov/web/oge.nsf/OGE%20Regulations.

EQUAL EMPLOYMENT OPPORTUNITIES:

USAID is an equal employment opportunity/affirmative action employer and provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.